



Highgate Primary School Governing Body Meeting

Minutes

Tuesday 4th July at 7:00pm

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| <p>Headteacher (1): William Dean (WD) <i>ex officio</i> * Rebecca Lewis (RL)</p> <p>Staff Governor (1): David Calvert (DC) 11.11.23*</p> <p>Co-opted Governors (4): Julie Bland (JB) 01.07.27* Leona Asamoah (LA) 13.03.27* Steven Porter Chair (SP) 14.09.24* Jon Carr-West (JCW) 13.03.27*</p> <p>* denotes Governor attended ^ denotes apologies sent</p> | <p>LA Governor (1): Cllr. Liz Morris (LM) 14.09.24^</p> <p>Parent Governors (5): Sue Cheung (SC) 16.11.24* James Green (JG) 16.11.24 * Grace Wilson (GW) 18.04.27 * Alisa Gerrard (AG) 18.04.27*</p> <p>Associate Members: Liam Frost (LF) 14.09.24 *</p> |
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Part 1

| No. | Item |
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| 1 | Welcome & introductions; SP welcomed everyone to the meeting. Apologies were received from LM and were accepted. |
| 2 | Apologies for absence; declarations of interest .None |
| 3 | <p>Governing Body Administration:</p> <ul style="list-style-type: none"> JB's term of office as Parent Governor had just ended. Proposed that JB become a Co-opted Governor. WD seconded this and a governors unanimously voted JB's appointment. SP noted that this would be his last FGB as he would be stepping down as Co-opted governor after serving 8 years a governor and will not return in the next Academic year. RL is also to step-down as a Co-opted Governor as she will share the HT role with WD. In this capacity, WD/BL will only have one vote on the FGB in their capacity as joint HT. <p style="text-align: right;">Clerks note: WD/RL left the meeting</p> <p>JCR provided an update to governors following their agreement that the role of Co-Head would be advertised internally. A rigours panel interview was held, as well as 3 Governors, Fran Hargrove from HEP there was an independent and external panel member. Having been given the authority at the previous FGB that the role of the Co-head could be advertised and if appropriate an interview be held, any appointment would only be made if it was felt a rigorous recruitment process had taken place.</p> <p>Action: JCR to share his notes on the interview process with the FGB.</p> <p>A lengthy discussion took place regarding the interview process and appointment.</p> |

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| <p style="text-align: right;">Clerks note: WD/RL returned to the meeting</p> <p>SP informed WD/RL that the governors had agreed to ratify the proposal that had been unanimously agreed at the interview to appoint RL to the role of Co-Head Teacher at HPS.</p> <p>Action: SP/JCR to contact Haringey HR to confirm appointment and ensure process for this is followed.</p> <p>Action: WD/BL to submit a document to the FGB outlining what the split in their strategic accountabilities will be at the earliest opportunity.</p> | | | |
| 4 | Minutes of the previous meeting. Agreed actions from meeting held on 2nd May 2023 | | |
| | Item Number | Action | Responsibility |
| | 4 (5) | WD to share report on uses extended provision. - To carry forward – WD to anonymise the data and share at the next FGB. Feedback provided that as there are so currently low numbers of PPG children accessing this extended provision data is not relevant. Work is being done to improve this and governors will continue to be updated. | WD |
| | 4 (7.2) | JCW to be added to the governors board and governor biographies to be updated on the website Louisa and Sam, add JCW. – Confirmed website has been completed but changes to the FGB to be reflected on the board in school to be made over the summer. Action: JB to update governor board over the holidays. GW/AG to send send a photo and short bio to JB: | GW/AG/JB |
| | 4(7.2) | JB to share document regarding the Charity Extra platform and how it works Action: JB to send document re Charity Extra to all FGB. | JB |
| | 6 | Enrichment activities to be added to item for Curriculum Committee to monitor Liz is current chair Completed | Curriculum Committee |
| | 7 | AG/GW to confirm which committees they will sit on. Curriculum/Safeguarding – Completed AG/GW to both join Curriculum Committee. AG to join Community/Communications & Fundraising Committee. | AG/GW |
| | 8 | Governors to be provided with a SEN report which will outline funding information. – Item to be carried forward to the FGB in September. Will know details of the new reception children. | WD/RL |
| | 9 | WD to circulate the new SDP to governors approve this at next FGB. Also, amend SDP to include an evaluation box with space for governors to write a paragraph. Completed | WD |
| | 9 | Diversity & Inclusion group to present their work at next FGB. SLT to look at how to include this as part of the SDP - LA noted the group has recently met will. Update to be provided in September. | LA/WD/BL |
| | 10 | HB to send HEP training schedule for rest of the term – Completed. Action: HB to share Autumn training schedule highlighting relevant training for specific governors. | HB |
| | 13 | Green Council update to be provided at next meeting Completed | WD |
| 5 | Outcome of Co-Headship Interview - Covered in item 3 | | |

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| 6 | <p>Headteacher's Report – WD shared detailed report ahead of the meeting.</p> <ul style="list-style-type: none"> • Marva Rollins happy to lead programme for Middle Leaders to be delivered at school • WD has created an SDP folder on Governor Hub and shared with Governors • WD shared a year plan of activities with dates, also on Governor hub, linked with policies to review throughout the year. • New IT – cloud more efficient. Remodelling the computer suite. <p>Numbers on role:</p> <ul style="list-style-type: none"> • Currently 407 predicted for September but hoping this will increase and will get closer to 420, • Lower figures in Reception and Year 1. Continuing to do school tours. <p>Building Works</p> <ul style="list-style-type: none"> • Work to the roof of the walkway around the hall to start tomorrow 5/7/23 conclude by 25/8/23 • Wall mural depicting the school curriculum in the form of a timeline to be painted <p>T&L</p> <ul style="list-style-type: none"> • Assessments have been written up and collating examples of children's work. • Change to report styles to electronic rather than paper copies. • English, rapid catch up using Little Wandle has now been completed, children have made good progress. • Reviewing spelling approach, looking at the Little Wandle spelling scheme. • Data shared with governors, 82% children passed Yr1 phonics screening those that didn't are either new to English or SEN. • KS1 data shows improvement from last years data set • Yr4 performed exceptionally well in multiplication times tables testing. • Yr6 Teacher assessment of writing has 82% achieving expected standard. SATS results will be available on 11th July. Curriculum committee will meet in the last week of term. • Significant support has been given to current Yr2, this will continue with Yr3 an additional TA resource will be with this year group. <p>Action: A full analysis of statutory data will be presented to governor's at the first meeting of the new academic year</p> <p>SEN</p> <ul style="list-style-type: none"> • Currently 65 pupils identified as SEND, 20 with EHCP's except this number to increase further. • SENCO works 3 days per week, looking to remove her teaching commitment so she can just focus on this aspect of her role. She would however need to do an additional course. • One reception child now has a place at the Bridge and will be leaving the school, another family are also applying for a special school place. <p>Pastoral Care</p> <ul style="list-style-type: none"> • Pastoral therapists continuing, they work with a good number of children. • Michael Ingalls-Clark and Edie Johnson (teacher and TA respectively) continue to work holistically with some of our more vulnerable pupils who are not having formal therapeutic support. • Behaviour is currently generally good , Some small pockets with issues which are being closely monitored • The lunch club is working well, with behaviour plans in place • Attendance improving with 94%, which is above national average. • Letter warning parents about fines for removing children during term time is to be |
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| | <p>sent to the whole school.</p> <p>PSA:</p> <ul style="list-style-type: none"> Many activities have taken place and been well attended, Colour Run, Summer Fayre. Universal FSM from September, parents to be asked to donate what they would have paid in school meals to the school <p>Q) Will the Mayors fund, cover the cost of the school meals?</p> <p>A) No, there will be a shortfall but unsure how much this will be at this stage.</p> <p>School sport</p> <ul style="list-style-type: none"> Very successful sports day Children have participated in lots of external sporting activities Children took part in the London Marathon mini marathon Saturday 8/7/23 DC is taking some of the children on a destination run to the South Bank. <p>Green Council:</p> <ul style="list-style-type: none"> Sustainability Week was very popular across the school with an assembly on clean air day. Building a scheme of work fits with every topic. Tom met with Green Council and children were heavily involved in sustainability week. <p>Action: WD to look into having another air quality monitoring study done for the school.</p> |
| 7 | Chair's Items – No further items raised |
| 8 | <p>Finance Update</p> <ul style="list-style-type: none"> Budget monitoring, year to date Jamelia (SBM) is currently working on the first quarters figures, these will be shared with governors via email before the end of term. They will then discussed in detail at Resources Committee in September Action: WD to share budget with first quarters figures via email before the end of term Working to secure full role, as this has a significant impact on budgets. Looking at some scheme run by LA which link to flexi schooling and Home education, but the school would retain full funding. |
| 9 | <p>Committee Reports</p> <ul style="list-style-type: none"> Resources Committee – To meet on 7/9/23 and feedback to FGB in September. Curriculum and Standards Committee – To meet before the end of term and will feedback at FGB in September Community, Communications & Fundraising Committee - Meeting scheduled for 6/7/23 feedback at FGB in September. <p>Action: All Committees to feedback at FGB September 2023</p> |
| 10 | School Development Plan Update - Completed |
| 11 | <p>Governor School Visits</p> <p>Governors have visited and reports are uploaded to Governor hub.</p> <ul style="list-style-type: none"> LA/JB premises plan WD/Jamelie have detailed some building work issues. Display boards need to be redone, JB has found a parent who will do these from September <p>Action: Display boards to be updated by parent in September – JB is co-ordinating.</p> <p>GW/AG looked at Assessment plan, will visit each term starting after October half term.</p> |
| 12 | Policies for approval: - Action: Policies to be brought to September FGB. |
| 13 | School Council/Green Council – |

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| | <ul style="list-style-type: none"> • School council recently met – they were very positive about the work that has been done to the school • Surface of playground needs to be replaced • Would like more opportunities to do drama and art at school • Feedback on homework – generally like to have it but would like the work to be a little more open ended projects • Very much enjoy Timetables Rock stars. • Toilets are too small. <p>WD agreed that the toilets are too small and are getting quotes for new ones, the school will have to fund these (LA funding not available for this)</p> <p>Action: WD to ensure that the minutes from Green Council are shared with governors.</p> |
| 14 | <p>Haringey Governor Training offer –</p> <p>Action: HB to share HEP Autumn '23 training offer when available and highlight relevant training for specific governors.</p> |
| 15 | <p>Any Other Business</p> <p>FGB Meeting dates for 2023/2024</p> <p>Agreed Meeting dates shared with governors, follows same format as this year.</p> <p>Action: HB to add FGB meeting dates to the Governor Hub calendar along with the Committee meeting dates.</p> <p>Action: WD/RL to ensure FGB Part 1 Minutes are uploaded to on the school website.</p> |

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| 3 | SP/JCR to contact Haringey HR to confirm appointment | SP/JCR |
| 3 | WD/BL to submit a document to the FGB outlining what the split in their strategic accountabilities will be at the earliest opportunity. | WD/BL |
| 4 (4) | JB to update governor board over the holidays. GW/AG to send a photo and short bio to JB: | JB |
| 4 (4) | JB to send document re Charity Extra to all FGB. | JB |
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| 6 | A full analysis of statutory data will be presented to governor's at the first meeting of the new academic year | WD/RL |
| 6 | WD to look into having another air quality monitoring study done for the school. | WD |
| 8 | WD to share budget with first quarters figures via email before the end of term | WD |
| 9 | All Committees to feedback at FGB September 2023 | |
| 11 | Display boards to be updated by parent in September – JB is co-ordinating | JB |
| 13 | WD to ensure that the minutes from Green Council are shared with governors. | |
| 14 | HB to share HEP Autumn '23 training offer when available and highlight relevant training for specific governors. | HB |
| 15 | HB to add FGB meeting dates to the Governor Hub calendar along with the Committee meeting dates. | HB |
| 15 | WD/RL to ensure FGB Part 1 Minutes are uploaded to on the school website. | WD/RL |